



Equipment Receipt Agreement

Mobile Technology Lending Policies

In consideration of the equipment indicated below, this agreement is made between Chicago Public Schools ("CPS") and employee to whom the equipment is issued. By signing below, employee agrees to the following:

- Employee is responsible for returning the equipment received to the principal upon employee's resignation, termination, transfer from current position or assigned school, or upon request by the principal (or his/her designee).
- Other than the identification and inventory tags (e.g., Asset Tag), no stickers or labels should be affixed to the equipment.
- The responsibility for the safeguarding and care of the equipment is solely that of employee.
- In the event of theft of the equipment, employee is responsible for filing a police report, in all its parts, and providing it to the principal and Information & Technology Services ("ITS"). If the equipment is lost or stolen, employee is to pay for replacement cost, but employee can have amounts deducted from his/her paycheck over a reasonable number of pay periods.
- Equipment is to be used by employee solely in conjunction with employee's performance of duties during the course of employment by CPS.
- Employee has read, understands and agrees to abide by Board of Education's Policy Manual Section 604.1 "ACCEPTABLE USE OF THE CPS NETWORK AND COMPUTER RESOURCES."
- Employee will keep his/her login and password confidential and only install legally licensed software on the unit.

I have received the following equipment:

Serial Number:	Asset Number:
(Please use "X" if applicable)	
☐ External Mouse	☐ Protective Case
☐ Power Cord	☐ Internet (Ethernet) Cable
☐ External Hard Drive	☐ User Manual
☐ HDMI Cable	☐ Other



Equipment Receipt Agreement

Per this document, I agree to return equipment (including peripherals) to my principal (or his/her designee) upon demand, or upon my transfer to another position or school, or upon my resignation or termination from employment with CPS (a “Retiring Event”). If I fail to return the equipment (including peripherals) upon the occurrence of a Retiring Event or before my last day of employment with CPS, I authorize Payroll to deduct the replacement cost from any paychecks owed to me by CPS. By signing, I confirm that I will maintain the equipment, utilize the equipment solely in the performance of my duties, and follow all policies and procedures for use of CPS equipment, including the Board of Education’s Policy Manual Section 604.1. I also agree that I will protect all users by keeping my login and password confidential and will only install legally licensed software. I have read and agree to the conditions of this agreement.

Employee Signature and Date

Name (Please Print)

School (if applicable)

Classes Taught (if applicable)